

MONTANA FISH, WILDLIFE & PARKS
INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Jonathan Kaiser

ADDRESS: PO Box 1630, Miles City, MT 59301

CITY: Miles City

STATE: MT

ZIP: 59301

PHONE: 406-234-0916

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DATE OF ANNOUNCEMENT: Tuesday, March 10, 2015

APPLICATION DEADLINE: Monday, April 6, 2015 (postmarked by 5:00PM)

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

POSITION TITLE: Enforcement Intern

OF POSITIONS: 1

LOCATION(S): Region 7 HQ at Miles City

WORK START/END DATES: May / June – July / August

HOURS/WEEK: 30 - 40

TRAINING/ORIENTATION DATES: May / June upon agreed arrival time

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):

\$10.50 / hr. Possibility of setting the employee up with housing in camper at FWP HQ. Will be able to use an FWP vehicle while working. Per diem provided when in travel status.

Employee might find a reasonably priced apartment in Miles City running \$300 - \$400 per month.

POSITION DESCRIPTION: Assist the LE division with a variety of duties including: Review and scan archived case files and shred when complete. Cleaning storage areas. Light construction in storage rooms. Cleaning and maintenance of enforcement trucks, motorcycles, four wheelers, generators and boats. Decoy repair and maintenance. Assist landowners with game damage needs, handle some urban wildlife and go on injured wildlife calls (highway), assist wardens with specific projects (ie...fixing elk damaged fence on private property, building stockyards), occasional ride along with game warden, occasionally assist other FWP divisions with office or field work, filing enforcement division records. Answering phones and selling licenses at front counter, assist at Kids Fishing days, possibly provide educational program to youth groups. Create hunter education power point. Assist regional wardens with miscellaneous work. Develop interpretive poaching display in conference room. Clean firearms. Other duties as assigned.

Given a list of tasks the applicant will need to be self sufficient and motivated, able to think ahead and reasonably attend to needs that might not have been specifically assigned. Person needs to have the ability to improvise and complete some work where unforeseen circumstances arise.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

Good understanding of or starting undergraduate education in wildlife biology or management would be preferred. Able to operate an assortment of vehicles including pickup with trailer, boats four wheelers and possibly a motorcycle. Knowledge of agricultural practices especially fencing. Able to quickly learn or self train on a variety of fairly simple machines (ie generator or robotic decoys). Able to quickly learn hunting, fishing and trapping regulations enough to answer phones up front or the ability to find that information. Some experience with light construction would be helpful. Able to learn and search databases and compile data for law enforcement purposes. Good understanding of criminal justice system or related field. Must be interested in the outdoors including hunting and fishing. Must feel comfortable around large rivers and water bodies. Good driver with a safe driving record.

The applicant should have some experience around wildlife and have the ability to capture injured birds or big game animals. Should be comfortable with firearms and be able to dispatch injured wildlife on occasion.

Have experience field dressing, loading and transporting a big game animal.

Quick learner, flexible, forward thinking, able to be self sufficient at times. Able to work independently without supervision with a list of things that need to be completed.

The applicant will not be on an “on call status” but should be willing to handle calls that come in after hours or on weekends when available (ie... to respond to an injured owl in town or an injured deer on the highway).

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

Resume
Educational Background
Work references
Interview

Please email or mail these materials to contact person listed above

ADDITIONAL INFORMATION: (;HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

POSSIBLY HAVE A CAMPER AVAILABLE TO PARK AT FWP HQ
MIGHT BE ABLE TO SHARE A ROOMMATE HERE IN MILES CITY
MIGHT FIND A SMALL BUT INEXPENSIVE APARTMENT - \$300 – \$400 / MONTH